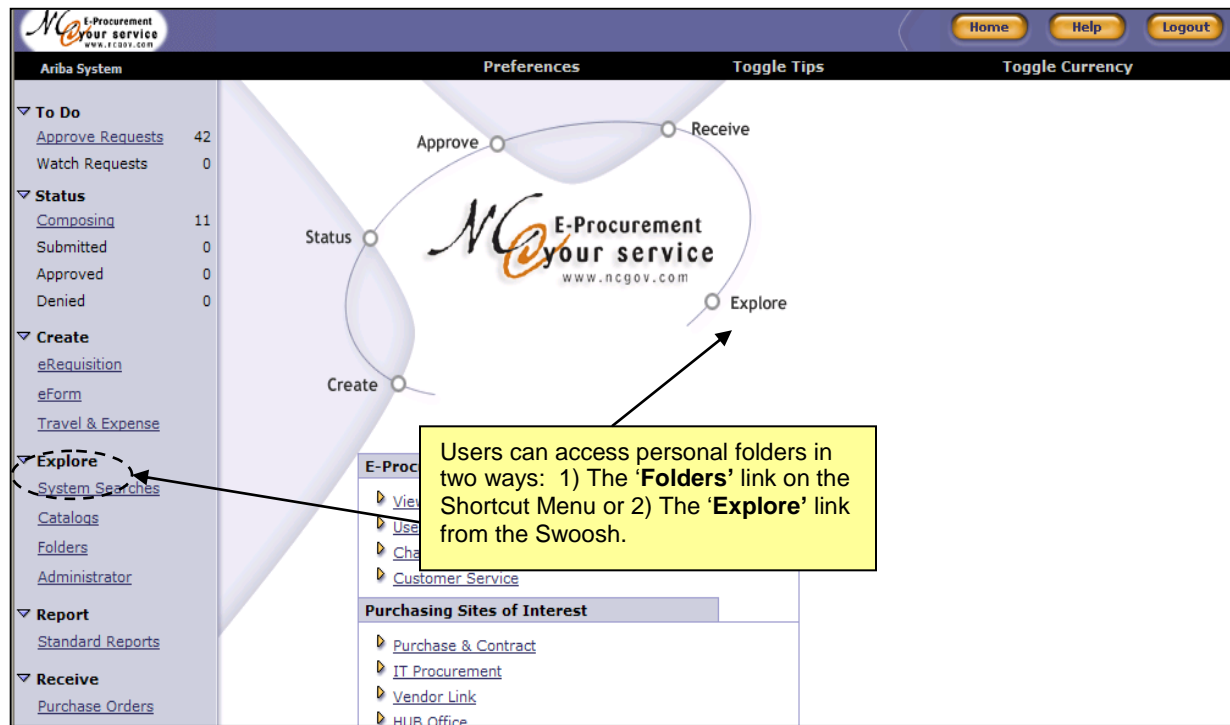


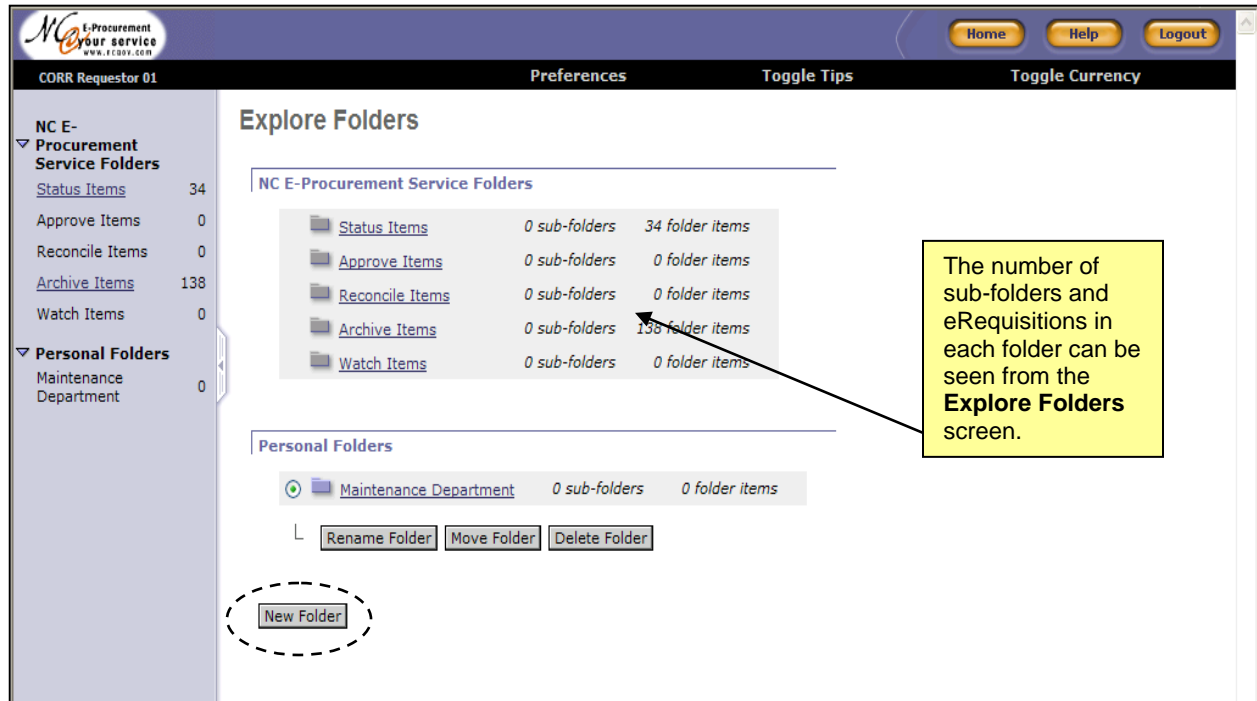
Folders

Each user has folders within NC E-Procurement @ Your Service that can be used to organize their eRequisitions, purchase orders, and other transactions. Each user automatically has three folders available: Status Items, Approve Items, and Archive Items; however, other folders can be created.

1.0 Standard Folders



1. Click the **'Folders'** link from the Shortcut Menu.



2. **Status Items** – The Status Items folder displays all of the eRequisitions that you have created (until moved to another folder).

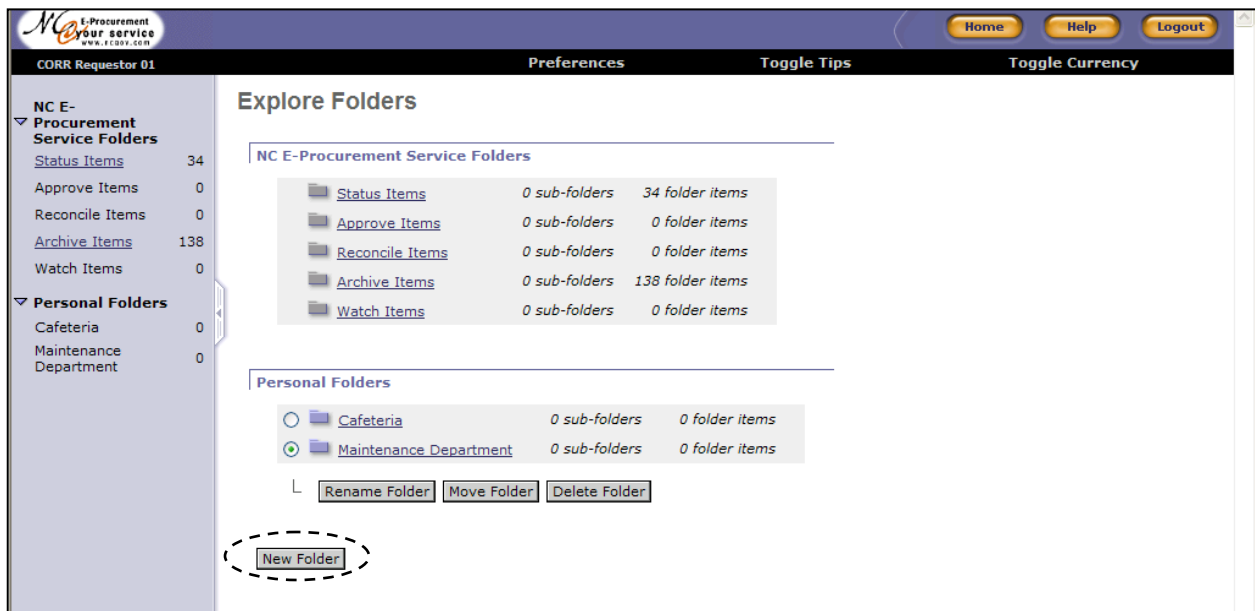
3. **Approve Items** – The Approve Items folder contains all of the eRequisitions that are awaiting approval.

Note: Items that you have approved will automatically be moved to the Archive Items folder, unless another folder is selected during the approval process.

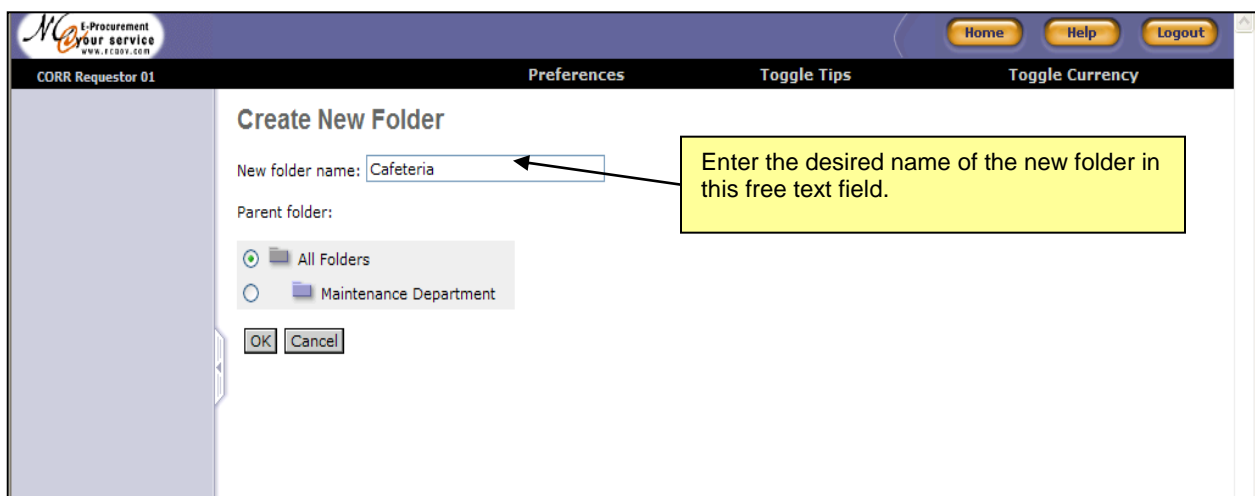
4. **Archive Items** – The Archive Items folder contains items that have been archived for future reference.

2.0 Personal Folders

Users also have the ability to create personal folders to help organize their E-Procurement transactions. For example, some users create eRequisitions for several departments. In cases such as this, users can choose to create a folder for each department, e.g., Maintenance Department and/or Cafeteria. Personal folders can be renamed, moved, and/or deleted; however, the NC E-Procurement Service standard folders cannot be modified.



1. Click the 'New Folder' button to begin creating a personal folder.



2. Type the name of the folder in the 'New folder name:' field.

Create New Folder

New folder name:

Parent folder:

☒ All Folders

☐ Maintenance Department

- Choose the parent folder for the new personal folder by selecting the radio button beside the appropriate folder. The parent folder is the folder under which the personal folder will appear. In the above example, if the user selects the radio button beside **'Maintenance Department,'** the new folder, **'Cafeteria'** will appear as a sub-folder of **'Maintenance Department'**.
- Click the **'OK'** button.

Explore Folders

NC E-Procurement Service Folders

Folder Name	Sub-folders	Folder Items
Status Items	0 sub-folders	34 folder items
Approve Items	0 sub-folders	0 folder items
Reconcile Items	0 sub-folders	0 folder items
Archive Items	0 sub-folders	138 folder items
Watch Items	0 sub-folders	0 folder items

Personal Folders

Folder Name	Sub-folders	Folder Items
<input type="radio"/> Cafeteria	0 sub-folders	0 folder items
<input checked="" type="radio"/> Maintenance Department	0 sub-folders	0 folder items

- The new folder created now appears in the list of **'Personal Folders'**.